March 25, 2008

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS (08110)

FROM:

Steven Carda
CalVoter Elections Analyst

SUBJECT: 60-Day Close Load Files And Voter Information Guide Mailing

As the 60-day close of registration nears, we would like to remind everyone of the requirement to update the CalVoter database with the latest LOAD and Precinct files in order to generate the Voter Information Guide (VIG) Ballot Pamphlet mailing labels. This process is separate, and in addition to your statistical registration summaries by district for the Report of Registration.

After you finish entering all your data as of the 60-day close (04/04/08), please send us a new full LOAD file, as well as a new Precinct/District Mapping file (PCTPRT.txt). Although we request you generate and send us this data as soon as possible after the close on April 4th, **we must receive all files no later than April 14th (E-50)** in order to complete our processing and mail the VIGs in time for the June 3, 2008, Statewide Direct Primary Election.

The full LOAD file must adhere to the following naming convention: **CCNNNNNNL.txt**, where "**CC**" is your designated county number (with leading zeroes); "**NNNNNN**" is a six digit sequential number (with leading zeroes), incremented for each successive Registrant Transaction file sent to CalVoter; and "**L**" is an uppercase alpha character to indicate the type of file (here, a LOAD file – a copy of all registered voters in the county). For example, a file from Alameda County might be named "01000536L.txt". The complete file should be copied to the Outbox on the CalVoter workstation (C:\CalVoter\Outbox) for automatic transfer to our system.

The Precinct/District Mapping file must be named "PCTPRT.txt" and must also be copied to the Outbox on the CalVoter workstation.

Once you place these two files in the CalVoter workstation outbox, please complete the attached form and e-mail it to CalVoterHelp@sos.ca.gov.

As we have done in the past, the Secretary of State will send a household VIG to all registrants in this file that have a **valid** California mailing address. **Each county will retain the responsibility for mailing the VIG to their registrants with an out-of-state mailing address, to qualified confidential voters, and records returned in a deficiency file or rejected by the ballot pamphlet process.**

If you have any questions regarding this or any other CalVoter related matter, please call the CalVoter Help Desk at 1-888-VOTECAL (1-888-868-3225) or email calvoterhelp@sos.ca.gov.

Thank you.

Attachments

2008 PRESIDENTIAL PRIMARY & DIRECT PRIMARY ELECTIONS
(Feb 08 & Jun 08)
CALVOTER Reporting Schedule

Date	Description	CALVOTER files to send*
Mar 5 – Apr 3, 2008	**Vote History (Feb Primary)** Counties must submit registrant Voting History Update that identifies the registrants who voted in the February PP08 Election. Requirement had to be moved due to time constraints.	✓ **Vote History Update**
Apr 4 – Apr 14, 2008	**60-Day Close of Registration for Report of Registration-ROR (Jun Direct)** Counties must report no later than E-50 their registration as of E-60.	✓ *ROR file (RORDATA.TXT)*
Apr 4 – Apr 14, 2008	**60-Day Close of Registration for Ballot Pamphlet Mailings (Jun Direct)** A full LOAD file and precinct mapping files are sent. The LOAD file will contain registered voters in your county as of April 4, 2008. These files are used to generate the mailing labels for the Statewide Voter Information Guide.	✓ **LOAD file** ✓ **Precinct Mapping file (PCTPRT.TXT)**
Apr 4, 2008	**Auto-County Documentation Available (Jun Direct)** Direct Primary Election template files and the *Auto-County User's Guide* will be available for Auto-County election reporting. The User's Guide will be available on the County-Vendor website. Template file will be available at the CalVoter workstation County Inbox..	
Apr 21 – May 30, 2008	**Certification Testing for Auto-County Election Reporting (Jun Direct)** All counties that will be electronically reporting their election results on Election Night must complete Auto-County Certification no later than E-4. (Please see the *Auto-County Users' Guide* for more information about certification.) ***Election Reporting files to send for Certification Process (4 total) are as follows:*** ***Absentee, Regular, Final & Update***	
May 7, 2008 *8am - Noon*	**Stress-Test of Election Night reporting system #1 (Jun Direct)** All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate.	
May 14, 2008 *8am - Noon*	**Stress-Test of Election Night reporting system #2 (Jun Direct)** All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate	
May 19 – May 27, 2008	**15-Day Close of Registration for Report of Registration-ROR (Jun Direct)** Counties must report no later than E-7 their registration as of E-15.	✓ *ROR file (RORDATA.TXT)*
May 20 – July 1, 2008	**CalVoter Blackout Period (Jun Direct)** FULL Loads will not be processed in CalVoter during the black out period. All other transaction types will continue to be processed.	
May 21, 2008 *8am - Noon*	**Stress-Test of Election Night reporting system #3 (Jun Direct)** All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate	
May 28, 2008 *8am - Noon*	**FINAL Stress-Test of Election Night reporting system #4 (Jun Direct)** All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate	
Jun 3, 2008	**ELECTION DAY / Semi-Official Canvass (Jun Direct)** Counties must submit returns at least every two hours until completed. All counties must submit Final returns before shutting down. ***Final returns must be faxed to SOS regardless of how reports are submitted to SOS office. County to call SOS staff after fax is sent and SOS staff will review final numbers with county staff before county staff leaves for the night....or day.***	✓ *ER Regular & Final reports*

Jun 5 – Jul 1, 2008	**Official Canvass Period (Jun Direct)** Counties should submit Update reports periodically to correct their election returns while they conduct their Official Canvass.	✓ *ER Update reports*
July 2, 2008	**CalVoter Blackout Period Ends (Jun Direct)** First day counties can submit FULL Loads for processing.	
July 2 – Aug 4, 2008	**Vote History (Jun Direct)** Counties must submit registrant Voting History Update that identifies the registrants who voted in the Direct Primary Election. Requirement had to be moved due to time constraints.	✓ **Vote History Update**
Jul 8, 2008	**Statement of Vote reporting deadline (Jun Direct)** Counties must submit their SOV/SSOV to SOS no later than E+35.	✓ *ER SOV report* ✓ *ER SSOV report*

Counties should continue to submit regular Registrant Load/Update files according to the guidelines that have been adopted. Counties whose voter registration system will not support the UPDATE file type may submit full LOAD files.

June 3, 2008 Statewide Direct Primary Election
60- Day Close
CalVoter Load Return Form

Email completed form to: calvoterhelp@sos.ca.gov

County:	
Date:	
Contact:	
Phone #:	

☐ I have placed our 60-day close LOAD file in the C:\Calvoter\Outbox directory on the CalVoter workstation.

File Name:

Record Count (Include Active and Inactive Registrants):

☐ I have placed our Precinct Mapping file (PCTPRT.TXT) in the C:\Calvoter\Outbox directory on the CalVoter workstation.

Additional Notes: